

## **JOB DESCRIPTION**

**Position: Preschool Admin.**

**Reports to: Preschool Director**

**Position Status: Full Time Non-Exempt**

Department:  
Effective: 8/4/2019  
Created:  
Replaces  
Page: **Page 1 of 2**

Division Head Approval \_\_\_\_\_

Human Resources Approval \_\_\_\_\_

### **PURPOSE:**

The purpose of this position is two-fold: To assist the Preschool Director and the entire Preschool staff in whatever ways are needed in order to ensure that the Ministry runs effectively.

### **JOB RESPONSIBILITIES AND DUTIES:**

1. Greets and assists all who call or come to the Preschool office with a friendly, enthusiastic and helpful attitude.
2. Handle all logistics for registrations, room and vehicle reservations, additions to all-church calendar etc.
3. Database management:
  - a. Keeps record of expenses, credits, and donation; reconciles accounts as needed
  - b. Processes accounts payable and receivable, including monthly transfers for mileage
  - c. Reconciles the Preschool Directors monthly credit card and PER statements
  - d. Maintains attendance records, email distribution lists, and text blast lists
  - e. Processes applications for registration, children's files (including keeping health records up to date), staff licensing files and postings to be maintained on site and up to date.
  - f. Assists in preparing snacks, and provides classroom support when needed to maintain licensing ratios.
4. Attends Preschool staff meetings and annual retreat
5. Monitors and manages social media for ministry; posting updates, event information and wrap-up with pictures for both.
6. Makes sure Preschool equipment such as: die-cut, laminator, copy machine, etc. is maintained
7. Gathers information for weekly parent emails; formats and sends them
8. Fills out all ACTS forms required to obtain necessary information pieces, making sure they are available and up-to-date; videos, event flyers, calendars, volunteer applications, etc.
9. Works with Graphics to order paper, large numbers of copies, mailings, and graphic design

The above summary represents the major tasks and duties of this position. This is not intended to be an exhaustive list of all responsibilities. The individual may perform other related tasks or participate in projects as directed by their supervisor.

### **ORGANIZATIONAL RELATIONSHIPS:**

Interacts with church staff, church attendees, volunteers, students, parents, outside vendors, and the general public

### **OTHER:**

1. Works a schedule and receives time off and other benefits as outlined in the *Emmanuel Faith Community Church Employee Handbook*, Version Date: July, 2009.
2. Serves on committees as assigned.

## **TRAINING AND DEVELOPMENT:**

1. Must be willing to further develop skills and expertise in his/her area(s) of responsibility through personal study, regular participation in worship services and participation in appropriate conferences and seminars as directed
2. Participate in the EFCC discipleship plan. As a staff member, the Preschool Administrative Assistant must be willing to be a learner and grow in their personal and spiritual development. They must also display a willingness to grow in their professional disciplines and personal skills necessary to help lead a growing church.

## **JOB SKILLS AND QUALIFICATIONS:**

1. Has a High School Diploma or equivalent experience
  - a. Preferred – 6 units Early Childhood Development or Child Development courses
  - b. Bilingual is preferred, but not mandatory
2. Attends worship services regularly and agrees with EFCC's Church Statement of Faith
3. Is friendly, enthusiastic, and has an attitude of helpfulness
4. Is flexible, can deal with interruptions, and is willing to adapt to changing demands of Ministry. Has good telephone skills and handles challenges with grace and sensitivity
5. Has excellent administration, English grammar and spelling skills
6. Computer skills needed in Word, Outlook, Excel, Publisher, internet and social media, etc.
7. Understanding and use of office equipment including fax, copy machine and calculator
8. Good organizational skills and can work with minimum supervision
9. Willing to serve in other capacities as assigned in order to help grow a healthy ministry
10. Reports to work on time, as requested.

## **PHYSICAL REQUIREMENTS:**

Ability to function independently and ability to speak and write on matters relating to church administration, management, and stewardship; Physically able to lift up to 35 lbs (with or without assistance). This position also may require prolonged periods of sitting, standing up and walking. Must complete a Physical with ability to perform job duties listed, negative TB, proof of Immunizations (specifically, Influenza, Pertussis and Measles.

## **EMPLOYMENT AT-WILL:**

All employees of Emmanuel Faith Community Church are at-will, and as such, are free to resign any time without reason. Emmanuel Faith Community Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period-of-time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period-of-time.

No manager, supervisor or employee of Emmanuel Faith Community Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Senior Pastor of Emmanuel Faith Community Church has the authority to make any such agreement and then only in writing.

***I have read and received a copy of my job description. I understand this, overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.***

\_\_\_\_\_  
Employee's Name/Signature

\_\_\_\_\_  
Date